



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted 01/06/2014_____

SECTION I - Identification

Working Title:
Motor Carrier Enforcement Scale Officer

Department:
Transportation

Job Code Number: 536554

Division & Bureau:
Motor Carrier Services

Job Code Title: Motor Vehicle Inspector

Section & Unit:
Enforcement

Pay Band: 4

Work Address:
2701 Prospect Ave
Helena MT 59620

Position Number: 22002, 22003, 22006, 22008, 22009, 22011, 22012, 22020, 22025, 22027, 22028, 22036, 22039, 22043, 22044, 22046, 22049, 22050, 22053, 22054, 22055, 22056, 22058, 22059, 22060, 22064, 22065, 22074, 22075, 22079, 22083, 22088, 22089, 22091, 22092, 22093, 22095, 22096, 22097, 22099, 22102, 22103, 22104, 22106, 22107, 22109, 22110, 22111, 22112, 22114, 22117, 22118, 22122, 22153, 22154, 22155, 22156, 22157

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FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☒

MPEA

☐

Blue Collar

Profile Completed By:

Daniel Moore
Brad Marten
Angel Molyneaux

Work Phone:

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Work Unit Mission Statement or Functional Description:

The Motor Carrier Services Division (MCS) protects Montana's highway system and ensures traveling public safety by regulating the motor carrier industry and enforcing commercial and agricultural motor carrier laws, rules, and regulations. MCS licenses and permits commercial vehicles under law and/or agreement and establishes state policy on national and international commercial motor carrier and non-economic trade barrier issues. MCS includes the Licensing and Permitting Bureau, Operations Bureau, and the Enforcement Bureau which control:

- Commercial vehicle size and weight enforcement
- HVUT Administration and Certification

- Montana's Motor Carrier Safety Assistance Program (MCSAP) Program
- Fuel tax evasion and dyed fuel enforcement
- Commercial vehicle oversize/overweight permitting
- Commercial vehicle and fleet vehicle licensing
- Administration of the International Registration Plan (IRP) for Montana
- Administration of the International Fuel Tax Agreement (IFTA)
- Montana's national and international commercial vehicle rules and policies
- PrePass weigh station bypass program in Montana
- MDT's Intelligent Transportation System/Commercial Vehicle Operations Program
- Montana's Commercial Vehicle Information System Network (CVISN) program

Enforcement Bureau:

The Enforcement Bureau consists of a 100 uniformed peace officers including a Bureau Chief, six Captains, three Lieutenants and 5 Sergeants that protect Montana's highway system and ensure public safety by enforcing commercial and agricultural vehicle and driver laws, rules, and regulations. The bureau implements the Federal Highway's Administration (FHWA) Commercial Vehicle Size and Weight Enforcement Plan and certifications to maintain eligibility for federal highway construction funding. MCS officers serve at 21 remote weigh stations across the state and on the open road. They complete fuel tax evasion investigations, enforce livestock shipping regulations, conduct Immigrations Customs Enforcement investigations, enforce the MCSAP safety program, and provide peace officer assistance to other Montana law enforcement agencies.

Describe the Job's Overall Purpose:

This position regulates the international, interstate, and intrastate commercial and agricultural motor carrier industry and enforces international, federal, and state commercial motor carrier laws at both fixed and mobile locations throughout Montana. MCS Enforcement Officers regulate and enforce law individually or with other officers, in densely populated and remote areas of the state. Officers have full autonomous decision-making authority on a wide range of regulation and enforcement issues, including height, width, and weight restrictions, vehicle licensing and motor fuel tax requirements, hazardous material transportation restrictions; and vehicle, operator, and load safety. This is completed following the principles and practices of professional law enforcement, combined with federal and state motor carrier laws, and policy and regulations specific to each of these individual areas in order to maintain Montana's eligibility for full highway construction funding.

| <i>SECTION II - Major Duties or Responsibilities</i> | <i>% of Time</i> |
|--|-------------------------|
| <i>A. Inspection, Safety & Enforcement Activities</i> | <i>70%</i> |

1. Vehicle Inspections

Works assigned areas and observes commercial vehicle and other large truck traffic flow and conditions on highways and roads within assigned area and enforces state and federal laws using knowledge of police observation techniques; law enforcement procedures, methods and techniques; traffic safety laws; livestock transportation laws and other commercial transportation laws. Inspects vehicles using knowledge of State and Federal laws and Department policies and procedures.

- Identifies highway and roadway conditions, debris, or missing or damaged traffic controls and either reports the problem to the appropriate authority or rectifies the situation

- Identifies highway users who need assistance and provides assistance such as performing minor repairs, providing directions
- Identifies violations committed by drivers using knowledge of traffic codes including state and federal motor vehicle statutes, livestock transportation statutes, vehicle size and weight statutes, special fuels statutes, commercial vehicle and driver statutes, Public Service Commission statutes, coniferous tree transportation statutes
- Determines enforcement action to be taken which includes stopping vehicles based on probable cause and particularized suspicion & other routine inspections; requesting information from stopped driver; listening to driver and determining if immediate action must be taken; and advising driver of violation and enforcement action to be taken
- Takes enforcement action such as issuing verbal warning and explaining the violation; issuing a written warning; issuing a citation and either releasing the driver or requiring the driver to post an appearance bond; administering breath tests and physically taking the driver into custody by placing them under arrest, handcuffing and searching them, and using appropriate force if driver resists, attempts to escape or induces harm on the officer using physical weaponless defensive tactics and skill in the use of sprays and handcuffs
- Makes arrests when warrant from the court has been issued or upon the request of a peace officer and notifies Communications Center that warrant has been served
- Completes enforcement reports such as incident reports, criminal offense reports, use of force reports, CMV post-crash reports, daily activity reports, notices to appear, courtesy warning cards and commercial vehicle inspection reports by completing the applicable forms and composing narrative descriptions
- Inspects commercial vehicles by testing and observing for equipment defects, reviewing manifests, observing cargo and Hazmat placards, interviewing driver, checking driver qualifications including medical card and endorsements, and reviewing driver's record of duty status and receipts
- Issues Commercial Vehicle Safety Alliance stickers if no defects are found or takes enforcement action such as issuing a warning or citation, taking the driver into custody, placing the driver or vehicle out of service by notifying the driver of out-of-service violation and completing an inspection report, and confiscating size and weight permits if violation has occurred
- Makes notifications of hazardous abandoned vehicle for other highway users or violations of parking or abandoned vehicle restrictions

2. Registration Size & Weight

- Check for proper registration both state, county, IRP truck registration, IFTA credentialing, UCR payments & reciprocity agreements between all states, provinces & Mexican jurisdictions
- Collect monies owed to the State of Montana
- Deposit & report monies collected

- Check for proper size & weight compliance
- Issue permits upon request from the public & industry
- Educate the industry on legal weight using legal axle, bridge formula & the application of safety regulations
- Uses certified platform scales & readouts to determine vehicle weights using knowledge of State statute and the National Institute of Standards for Weighing Devices
- Uses certified Haenni portable scales in conjunction with digital slope levels to determine vehicle weights using knowledge of State statute and the National Institute of Standards for Weighing Devices
- Uses measuring tools to determine width, length, height & axle measurements
- Creates sketches of vehicle configurations used to determine legal vehicle sizes & weights

3. Safety Program

- Conduct safety inspections of Commercial Motor Vehicles using specialized tools in accordance with the Commercial Vehicle Safety Alliance guidelines
- Uses advanced screening software to identify noncompliant carriers, including infra-red brake, tire & bearing readers; various database searches; & weigh in motion information
- Provides several summary reports for information gathering, statistics & trends
- Analyzes data provided from CVSIN applications including PrePass AVI, Xerox Preview and the state Truck Activity Reporting System (STARS)

B. Dyed Fuel Investigations

15%

Proactively inspects for the unlawful usage of dyed fuel in diesel powered vehicles.

- Random checks of diesel powered vehicles at weigh stations & patrol
- Conduct dyed fuel investigations from information gathered on probable cause
- Uses specialized equipment to collect fuel samples from vehicles suspected of using dyed fuel & properly collect, package, transport & report evidence
- Conduct temporary dyed fuel roadside check stations
- Inspects private fuel suppliers for dyed fuel pump marking requirements & observes locations for violators
- Advises contractors of fuel requirements during pre-construction conferences
- Educate the public & CMV industry on the legal usage of dyed fuel

C. Commercial Motor Vehicle (CMV) Crash

5%

Responds to and conducts CMV Post crash inspections using knowledge of highway safety laws, Division policy and vehicle crash procedures.

- Provides emergency first aid care including performing triage to establish treatment priorities, cardiopulmonary resuscitation (CPR), bleeding control techniques, and shock treatment using knowledge of first aid protocol and skill in the use of first aid equipment
- Inspects and tests CMV vehicles by testing lights, brakes, steering or suspension systems, complex air brake & electronic brake systems
- Completes post-crash inspection reports which include summary of facts obtained during the course of the inspection, copies of witness statements and comments, summary of physical evidence and laboratory findings, photographs, test data and conclusions reached regarding investigation using knowledge of reporting statutes, Department policies and narrative writing skills

D. Law Enforcement Assistance 5%

Provides assistance to other law enforcement agencies performing a wide variety of duties

- Providing additional reporting, checks & assistance with aquatic species vehicle identification
- Work special concentrated enforcement activities (CEA's) consisting including law enforcement agencies abroad (local, state, federal, international & out of state)
- Provide assistance with any law enforcement activity as assigned or requested

E. Miscellaneous Duties 5%

- Prepares for and provides testimony in criminal and civil court cases as expert witness, at depositions and under subpoena by assembling and reviewing all reports, documents and evidence and serving as an expert witness using knowledge of the investigation of particular cases
- Makes presentations pertaining to law enforcement using knowledge of the law enforcement mission, policies and procedures and the ability to communicate effectively
- Familiarized with initial training requirements for firearms and defensive tactics
- Performs a variety of miscellaneous duties using knowledge of division policies and procedures, report formats, equipment maintenance procedures, division standards, firearm components, court procedures, drivers' license statutes and policies, and inspection and security procedures

The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

All duties are considered essential

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Stoop, crouch, squat, stretch, reach and lay on one's back for extended periods of time
- Work on feet for extended periods of time
- Work on surfaces located up to 30 feet off the ground
- Climb on top of, under and around commercial vehicles
- Work out of doors in all weather conditions
- Work on rough terrain or rocky surfaces
- Complete reoccurring physically demanding activities
- Operation of a personal computer; extensive use of a keyboard
- Lift up to 70 lbs when moving portable scales

MENTAL

- Maintain open mind during mediations between industry and officers
- Quick decision making
- Defend decisions made to superiors and in court
- Communicate effectively orally and in writing
- Fair and accurate decisions in the best interest of Justice, industry and the Enforcement Bureau
- Exercise Law Enforcement discretion

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

Education and Training — Knowledge of principles and methodology of law enforcement. Training as required to become a peace officer and comply with federal and state operating, reporting and financial requirements. Training in self-defense, arrest procedures, DUI testing, and chain-of-evidence requirements.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems

Transportation — Knowledge of principles and methods of the commercial motor carrier industry.

Technology — Knowledge of personal computers, telecommunications systems and specialty enforcement, service and reporting software applications.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and financial records, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming

SKILLS:

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively

Writing — Communicating effectively in writing as appropriate for the needs of the audience

Reading Comprehension — Understanding written sentences and paragraphs in work related documents

Operation and Control — Controlling operations of equipment or systems.

Coordination — Adjusting actions in relation to others' actions

Negotiation — Bringing others together and trying to reconcile differences

Time Management — Managing one's own time and the time of others

Persuasion — Persuading others to change their minds or behavior.

Service Orientation — Actively looking for ways to help people.

Behaviors required to perform these duties:

See MDT Core Behaviors as well as the following:

Analytical/Interpretive Thinking: Accurately applies general and broadly stated standards and rules to specific circumstances.

Decision Making: Evaluates multiple and ambiguous factors to resolve problems. Develops technically and legally defensible courses of action in response to unusual and unprecedented licensing and permitting problems.

Communication: Translates technical information to audiences of varied technical levels. Negotiates specific terms and conditions of contract, corrective action, punitive, and other agreements.

Independence of Action: Determines appropriate responses to commercial vehicle enforcement issues and problems with minimal assistance or precedent.

Innovation: Identifies need for new approaches, services, and capabilities in unique circumstances. Recommends innovative or cutting edge programs and processes. Enhances new ideas, products, and services through challenging assumptions and creative thinking.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Other education, training, certification, or licensing required (specify):

Applicants must comply with title [7-32-303 MCA](#) which state that no peace officer in the State of Montana shall be appointed who does not meet and or agree to the following peace officer employment, education and certification standards

- Be a citizen of the United States, at least 18 years of age; pass a finger-print passed criminal records check with no conviction of a crime for which the person could have been imprisoned in a federal or state penitentiary; be of good moral character, as determined by a thorough the background investigation; be examined by a licensed physician appointed by the employing authority to determine the applicant is free from any mental or physical condition that might adversely affect performance of the duties of a peace officer

- Must successfully complete an oral examination to demonstrate possession of communication skills, temperament, motivation, and other characteristics necessary to accomplish the duties and functions of a peace officer
- Possess or be eligible for, and constantly retain a valid Montana driver's license
- Must take and continually comply with a formal oath of office

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

SECTION IV – Other Important Job Information

- | | |
|---|--|
| <input checked="" type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours:

Travel around the state, with overnight stays may be necessary, especially during training

If required to attend the Montana Law Enforcement Academy, must reside at MLEA for the 12 week basic class

The following are conditions of employment, in order to successfully pass probationary status all hires must:

- Successfully complete a structured Field Officer Training (FTO) program within twelve months of hire
- Graduate from, or be a graduate of, the Montana Law Enforcement Academy (MLEA) or equivalent
- Successfully complete Commercial Vehicle Safety Alliance (CVSA) Parts A, and B, Hazardous material, and Bulk Package (tanker) inspection courses
- Have and retain a basic POST certificate from the Montana Peace Officer Standards and Training (POST) counsel
- Be eligible for, obtain, and retain a valid Canadian Work Visa (requirement for Coutts/Sweet Grass Port-of-Entry positions only)

Career Ladder Information:

A formal 2-step MCS Officer Career Ladder covers this position.

Officer I Requirements: (Between date of hire and advancement to MCS Officer II status the MCS Officer I must meet the following requirements.)

- Successfully complete a structured Field Officer Training (FTO) program within twelve months of hire.
- Graduate from, or be a graduate of, the Montana Law Enforcement Academy (MLEA) or equivalent.
- Successfully complete Commercial Vehicle Safety Alliance (CVSA) Parts A, and B, Hazardous material, and Bulk Package (tanker) inspection courses.
- Have and retain a basic POST certificate from the Montana Peace Officer Standards and Training (POST) counsel.
- Be eligible for, obtain, and retain a valid Canadian Work Visa (requirement for Coutts/Sweet Grass Port-of-Entry positions only)

Officer II Requirements:

- Successfully complete all Officer I requirements
- Maintain officer performance standards & Commercial Vehicle Safety Alliance (CVSA) Inspection certification criteria.
- Obtain, when eligible, and maintain a Basic Law Enforcement certificate issued by the Public Safety Officer Standard of Training Council (POST)

Failure to maintain any certification will result in a reduction of pay to Officer I salary level.

Corporal Requirements: (Serve 3 continuous years as and MCS Officer II. This requirement may be waived at the discretion of MCS Management, upon review of work history and performance.)

- Complete and maintain all MCS Officer II requirements
- Successfully pass a comprehensive general knowledge test
- Maintain performance standards and CVSA Inspection certification criteria
- Be willing to participate in special assignments as assigned

Failure to meet all of the above requirements will result in the loss of Corporal status, insignia and pay reduction to Officer II rank.

Failure to maintain the POST Basic Certificate will result in the inability to be employed as an MCS Enforcement Officer.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: Dan Moore _____ Title: Enforcement Bureau Chief _____

Signature: _____ Date: _____

Division/District Administrator:

Name: Duane Williams _____ Title: MCS Division Administrator _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____